

DEPARTMENT OF CUSTOMER SERVICES
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR



SHERI T. KAJIWARA
DIRECTOR

RANDY M. LEONG
DEPUTY DIRECTOR

September 14, 2016

The Honorable Ernest Y. Martin
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
C & C OF HONOLULU
2016 SEP 13 PM 4:10

Dear Chair Martin and Councilmembers:

SUBJECT: Resolution Authorizing the Revision of the General Records Schedule
for the City Council, Agencies and the Boards and Commissions of the
City and County of Honolulu

We respectfully request approval by the Honolulu City Council to authorize the revision of the General Records Schedule for City governmental units. With changes to recordkeeping requirements in the laws, the retention period to retain City records have changed. We attach a proposed resolution for the favorable action by the Council.

Should you have any questions, please call me at 768-3392.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sheri T. Kajiwara", with a stylized flourish at the end.

Sheri T. Kajiwara
Director

Attachment

APPROVED:

A handwritten signature in dark ink, appearing to read "Roy K. Amemiya, Jr.", with a stylized flourish at the end.

Roy K. Amemiya, Jr.
Managing Director

DEPT. COM. 628



RESOLUTION

AUTHORIZING THE REVISION OF THE GENERAL RECORDS SCHEDULE FOR THE CITY COUNCIL, THE AGENCIES, AND THE BOARDS AND COMMISSIONS OF THE CITY AND COUNTY OF HONOLULU

WHEREAS, Section 46-43(c), Hawaii Revised Statutes, authorizes the Council of the City and County of Honolulu to permit the disposal of vouchers, documents, and other records or papers after they have been retained for a period of time to be established through resolution by the Council; and

WHEREAS, the City Council, the agencies, and the boards and commissions of the City and County of Honolulu ("agency" or "agencies") devote substantial resources to the storage and maintenance of hardcopy records; and

WHEREAS, the disposal of obsolete records is an essential part of the efficient management of records; and

WHEREAS, fewer hardcopy records result in more office space available for employees and faster retrieval of the remaining records; and

WHEREAS, significant changes in the law have occurred since the implementation of the current general record schedule ("GRS") and agency-specific record schedules; and

WHEREAS, updating the GRS ("2016 GRS") will allow the agencies to better dispose of obsolete records in accordance with existing law; and

WHEREAS, if a retention period stated in the 2016 GRS conflicts with the period stated in City Council's, an agency's or board's specific record schedule, the retention period stated in the 2016 GRS shall control unless the law provides otherwise; and

WHEREAS, City Council, the agencies and boards will update their respective record retention schedules to conform to the GRS attached hereto as Exhibit A; now, therefore,

BE IT RESOLVED that the 2016 GRS is hereby adopted; and

BE IT FURTHER RESOLVED that the 2016 GRS becomes effective upon adoption; and

BE IT FURTHER RESOLVED by the Council of the City and County of Honolulu that the City Council, the agencies and board of the City and County of Honolulu be



RESOLUTION

authorized to dispose of records on the attached GRS at the end of the stated retention periods; and

BE IT FURTHER RESOLVED that this resolution supersede all other resolutions pertaining to the records on the GRS attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED that if a record retention period in the 2016 GRS conflicts with the period stated in an agency's specific retention schedule, the retention period in the 2016 GRS shall control unless otherwise provided by law; and

BE IT FINALLY RESOLVED that the Clerk is hereby directed to transmit copies of this Resolution to the Mayor, the Managing Director, the Directors of all City agencies, and the chairs of all City boards and commissions.

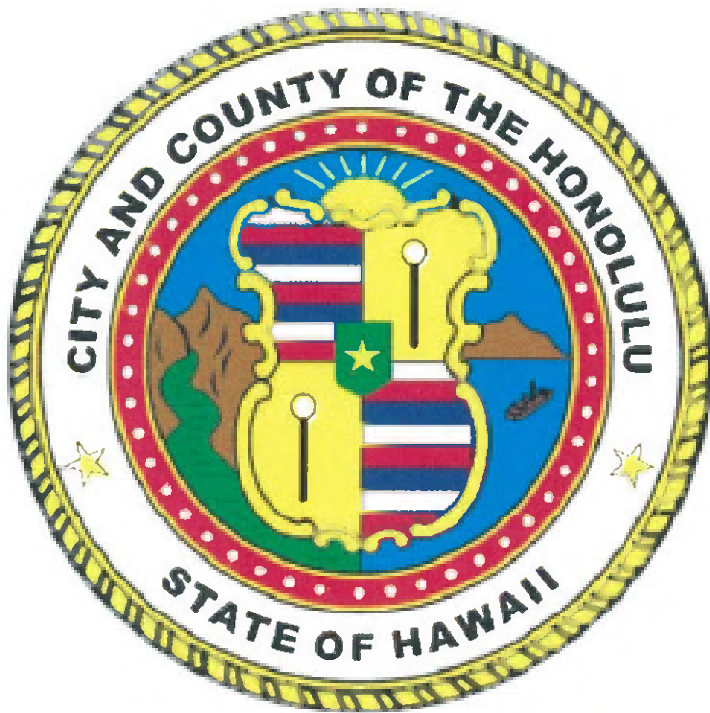
INTRODUCED BY:

DATE OF INTRODUCTION:

Honolulu, Hawaii

Councilmembers

City & County of Honolulu



GENERAL RECORDS SCHEDULE

Issued by: Department of Customer Services

Sheri T. Kajiwara, Director

Effective date: _____

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INTRODUCTION

This General Records Schedule provides a single master retention schedule that serves as the authority for the retention and destruction of records common to many City & County of Honolulu ("City") agencies. It insures uniform retention practices citywide and avoids duplication of effort.

In this schedule, the "Office of Record" identifies the agency that is responsible for maintaining that record. If a specific agency is named, then it is that agency's responsibility to maintain that record according to its agency-specific retention schedule. Unless otherwise specified, other agencies holding copies of these records ("non-records") may destroy them as soon as referencing needs have been met.

If the reference in the "Office of Record" column is "Responsible Agency" or "Appropriate Agency," then the agency that generates the record and/or is responsible for it is the "Office of Record" and shall retain it according to this General Records Schedule.

Litigation Hold. Record retention schedules may be suspended due to pending or anticipated litigation, investigation, or audit requirements. If the City is a party to such proceedings, relevant records will be subject to the litigation hold process as directed by the Corporation Counsel.

Definitions. The following terms apply to the records retention program:

1. **Agency:** Any unit of government in the City and County of Honolulu, including departments, boards, commissions and advisory committees.
2. **Non-record:** For records management purposes, non-records are transitory, convenience, and work-in-progress documents, created in the normal course of business, that have minimal or no documentary or evidential value.
These records of short-term interest, that may also be in electronic form, including e-mail messages, shall be destroyed as soon as they are no longer needed.

Examples of non-records include:

- Temporary documents, drafts, working files
 - Duplicates or copies for informational purposes
 - Routine transmittal documents
 - Administrative notices and announcements that do not serve as the basis of official actions, such as notices of holidays
 - Miscellaneous brochures and magazines, and non-research-related printed reference material.
3. **Office of Record:** The agency that maintains the official record for retention purposes.
 4. **Public Facilities & Infrastructure:** Long-term physical assets financed and constructed by the government.
 5. **Record:** Information created, received, and maintained by the City as evidence and information in pursuance of legal obligations or in the transaction of business. The record may be in hardcopy (paper, film, microfiche, etc.) or electronic/digital format.

Official record. For records management purposes, records that reflect the final statements, actions or policies of the agency, and are the originals or master copies. Must be maintained until they are eligible for destruction according to the applicable retention schedule.

One copy of a record is designated as the official record for retention purposes. All other copies are classified non-records and may be kept for a short period of time for reference purposes, and unless otherwise specified, may be destroyed when no longer needed. In any case, copies should not be kept longer than the official record.

6. **Records Retention Schedule:** A retention schedule establishes official retention periods allowing for the legal and orderly destruction of records. They indicate the required period that records need to be retained based on legal, regulatory, financial, operational and historical requirements. The City has two types of retention schedules:
 - a. **General Records Schedule ("GRS").** This schedule provides a single master retention schedule that serves as the authority for the retention and destruction of records common to many agencies. It insures uniform retention practices citywide and avoids duplication of effort.
 - b. **Agency-specific Records Retention Schedule.** This schedule is the authority for the retention and destruction of official City records that are unique to a particular agency. Official agency records are listed on individual agency records retention schedules. Each agency shall develop its own retention schedule for its unique records.

Abbreviations

BFS:	Budget & Fiscal Services
DDC:	Department of Design & Construction
DHR:	Department of Human Resources
DIT:	Department of Information Technology
MRC:	Municipal Reference Center
MRC-RM:	Municipal Reference Center-Records Management Program

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

Effective date:						
Revision date:						
RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 1 ADMINISTRATION						
GRS 1-01.1	AUDITS	Audit Reports - Non-financial (Reviews conducted by internal or external auditors regarding the management or performance of a program or department.)	Working files & support documents, final report		Responsible Agency	6 years after completion of audit, project or program, whichever is later
GRS 1-02.1	CALENDARS & SCHEDULING	Calendars, appointment books, planners			Responsible Agency	Not longer than 3 years
GRS 1-03.1	CORRESPONDENCE (Letters, memos, e-mail)	Correspondence - General (Incoming and outgoing correspondence of routine matters that are carried out according to existing policies and procedures. Does not include contract-related correspondence.)			Responsible Agency	Not longer than 3 years
GRS 1-03.2	CORRESPONDENCE (Letters, memos, e-mail)	Correspondence - Department Policy & Procedure. (Correspondence that state or form the basis of department policy, set important precedents or record important events in the operational and organizational history of the department.)			Responsible Agency	10 years after superseded
GRS 1-03.3	CORRESPONDENCE (Letters, memos, e-mail)	Correspondence - Transitory (Documents of short-term interest that have no documentary or evidential value that are not covered elsewhere in the retention schedule. Includes correspondence that requires no administrative action, policy decision or action, such as holiday notices, reminders of charitable campaigns, upcoming events, unsolicited vendor solicitations, etc.)			Responsible Agency	Destroy immediately

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 1-04.1	DONATIONS	Department Donor Files (Records that document gifts & contributions, including donor and acknowledgment letters, acquisition lists, checks, receipts.)	The City Clerk houses related resolution and associated documents.		Responsible Agency	10 years after disposition of donation/contribution
GRS 1-05.1	FACILITIES & REAL PROPERTY	Facility (office) Lease (Original lease document and contract administration file.)	City as lessee or lessor. Copy scanned and sent to Purchasing.		Responsible Agency	5 years after termination of lease
GRS 1-05.2	FACILITIES & REAL PROPERTY	Real Property Documents: (Agreements, conveyance documents and supporting documentation) • Acquisition, sale, transfer • Easements & rights-of-way • Land Leases			DDC (Land Division)	10 years after disposal of property
GRS 1-06.1	LEGISLATIVE & REGULATORY TRACKING	State & City Legislative Tracking File			Responsible Agency	Not longer than 3 years
GRS 1-07.1	MEETINGS - AGENCY	Internal/Department Meetings (Includes meeting agenda, minutes, reports and other related documentation.)			Responsible Agency	Not longer than 3 years
GRS 1-07.2	MEETINGS - PUBLIC	Public Meetings (Includes agenda, official record of meeting proceedings, exhibits and other material referenced in the meetings and supporting documentation.)			Responsible Agency	Permanent

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 1-08.1	OFFICE EQUIPMENT	Equipment Ownership & Maintenance (Records documenting ownership and maintenance of office-owned equipment. Includes, but is not limited to warranty information, owner's manual, maintenance logs, etc.)	See: GRS 2-5.1 and GRS-2.5.4 for maintenance service contracts and purchase order retention information.		Responsible Agency	Destroy after disposal of equipment
GRS 1-09.1	ORGANIZATIONAL FILES	Department Internal Organization Chart (May include reorganization proposal, and support documents.)			Responsible Agency	3 years after superseded
GRS 1-10.1	PLANNING	Long-term Planning (Includes department plans, mission statements, etc.)			Responsible Agency	3 years after completion
GRS 1-11.1	POLICY & PROCEDURES	Department Policy & Procedures (Policies, procedures, directives, manuals developed by the department to govern its internal functions.)			Responsible Agency	10 years after superseded
GRS 1-12.1	PUBLIC NOTICE	Public Notice Records (Affidavits of publication, notice of meetings, proof of publication and other records documenting compliance with laws requiring public notice of government activities.)			1. City Clerk (For City Council legislative action) 2. Agencies (For Agency-level action)	1. City Clerk: Permanent 2. Agency: 10 years after rules superseded
GRS 1-13.1	PROJECTS	Project File (non-CIP/construction) (Records documenting various department long- and short-term projects for which the department is the office-of-record. May include, but is not limited to, studies & reports, plans, status reports, meeting notes, background material, correspondence.)			Responsible Agency	6 years after completed or closed

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 1-14.1	PUBLIC RELATIONS	Complaints & Requests (Citizen complaints or requests about service, maintenance, repairs, materials, etc. includes all data and support documents necessary to address/complete the complaint or request.)	Complaints & requests are received directly by the department or are forwarded by Public Communications.	DARTS	Responsible Agency	2 years after completed or closed
GRS 1-14.2	PUBLIC RELATIONS	Public Complaints	Complaints & requests are received directly by the department or are forwarded by Public Communications.		Responsible Agency	2 years after completed or closed
GRS 1-14.3	PUBLIC RELATIONS	Speeches, Addresses, Testimonies (Remarks made at formal ceremonies and events by department/agency heads concerning the program/department.)			Responsible Agency	Not longer than 3 years
GRS 1-15.1	RECORDS MANAGEMENT	Records Retention Schedules • Agency-specific Schedules (For records unique to the agency.) • General Records Schedules (Retention schedule for records that are commonly held by agencies.)			MRC-RM	10 years after superseded
GRS 1-15.2	RECORDS MANAGEMENT	Records Destruction Documentation (Includes but is not limited to destruction lists, destruction authorization and related correspondence.)			1. Responsible Agency (in-department destruction) 2. MRC-RM (destruction of records in archives)	10 years after completed

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 1-16.1	REPORTS - DEPARTMENT	Annual & Special Reports (Summary reports documenting the program or primary activities and accomplishments of the department.)			MRC	Permanent
GRS 1-16.2	REPORTS - DEPARTMENT	Administrative Reports (Monthly, quarterly or other periodic activity reports prepared for internal administrative or operating purposes. May be used for compiling annual reports, planning & budgeting.)			Responsible Agency	3 years after end of fiscal year
GRS 1-16.3	REPORTS - PUBLISHED	Publications issued by or for City agencies (Includes any consultant study, document, compilation, journal, report, rules and regulations, but excluding publications determined by the issuing agency to be of a confidential nature.)	Refer to Chapter 2, Article 21 of ROH for publication distribution requirements.		MRC	Permanent
GRS 1-17.1	SAFETY	Safety Committee Records (Records documenting actions of the workplace safety committee.)			Responsible Agency	5 years
GRS 1-17.2	SAFETY	OSHA Reports: Reports submitted to HIOSH, including: •Log of Work-related Injuries & Illnesses (Form 300) and Summary (Form 300A) •Injury & Illness Incident Report (Form 301/OSHR ISWC-1/DHR ISWC-2)	Does not include OSHA-related medical records.		Responsible Agency	5 years from the date of the injury/illness

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 1-18.1	SECURITY	Log books • Security logs that document facility checks, events, incident and conditions. • Visitor control logs that record names of visitors, outside contractors, service personnel, etc. Security incident reports • Routine incidents that do not require further investigation by agency personnel and/or police. • Serious incidents that are referred to police			Responsible Agency	2 years
GRS 1-19.1	SURVEYS & REPORTS - GOVERNMENT	Reports & surveys requested by U.S. government or State of Hawaii (i.e., Census Bureau surveys.)			Responsible Agency	3 years
GRS 1-20.1	TRAVEL	Department Travel Files (Includes travel request & approval; report of completed travel.)			Responsible Agency	4 years
GRS 2 FINANCE & ACCOUNTING						
GRS 2-01.1	BUDGET	Budget Requests Budget - Annual Operating & CIP Budget Management Reports (i.e., quarterly performance reports.)		C2HERPS/ ABS	BFS-Budget	1. Office of record: Permanent 2. Agency files: As needed, but not longer than 3 years
GRS 2-02.1	EXPENDITURES	Accounts Payable - Payment Requests • Contract payments • Employee expense records • Petty cash replenishment • P-card payments • Vendor payments (with supporting documents, including invoices/receipts, approval to pay, purchase orders, reconciliation, etc.)		C2HERPS/ FinAdvantage	BFS- Accounting	Office of Record: 8 years Agency files: 3 years

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 2-02.2	P-CARD	Request for P-card (Employee application/agreement)	E-form. Hard copy is official record.	C2HERPS/FinAdvantage	BFS-Accounting	6 years after separation of employment
GRS 2-03.1	GRANTS	<ul style="list-style-type: none"> Grant Application & Award (Records that document the application, evaluation and award process. May include, but is not limited to, application/proposal, budgets, exhibits, award notification.) Grant Management (Records that document the administration, monitoring, and status of grants in which the department is the recipient or administrator. May include, but is not limited to, progress reports, budgets, allocation of funds, contracts, reimbursement claims, records of monitoring & measurement of achievement, equipment inventories, financial reports, grant accounting records, audit reports, and related correspondence.) 	Includes grants from federal, state, or private funding sources.		Responsible Agency	10 years after final report is submitted & accepted, or after completion of plan or project, whichever is later; unless HUD Grant, then a minimum of 3 years
GRS 2-03.2	GRANTS	Grant Application - Not Awarded			Responsible Agency	Not longer than 3 years
GRS 2-04.1	PAYROLL	Time & Leave Records (Employee timesheets/time cards w/supporting leave records.)	Approval form printed and attached to timesheet file.	CCHPTA	Responsible Agency	6 years

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 2-05.1	PURCHASING	Contract Management (Includes budget approval form, copy of contract, amendments/change orders, notice to proceed, correspondence and other records to administer/ manage the contract.) • Consultants & professional services • Goods & services • Maintenance service Contract Management for Construction-SEE GR Public Facilities & Infrastructure	Original contract and amendments to Purchasing for retention.		Responsible Agency	6 years after termination or completion of contract
GRS 2-05.2	PURCHASING	Unsuccessful Bids & Proposals (Submitted bids not awarded)		C2HERPS, paper	Purchasing	6 years - goods & services 10 years - construction
GRS 2-05.3	PURCHASING	Purchase Requisition		C1HERPS	Purchasing	5 years
GRS 2-05.4	PURCHASING	Purchase Order (Including records documenting orders, authorization and evidence of receipt of purchase of goods and services.)	Purchasing Dept. furnishes an electronic copy for the agency	C2HERPS	Purchasing	5 years
GRS 2-05.5	PURCHASING	Inventory Report, Annual: Agency certification of report accuracy • Personal property inventory • Real property inventory	Inventory report verified and certified by each agency.		Purchasing	3 years
GRS 3 HUMAN RESOURCES						

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 3-D1.1	EQUAL OPPORTUNITY	Employee Discrimination Complaints • Complaints and related internal investigative files of matters involving allegations of discrimination, harassment or retaliation for engaging in protected activity under discrimination laws.			Responsible Agency	5 years after separation at which time agencies transfer files to EDD
GRS 3-D1.2	EQUAL OPPORTUNITY	Equal Employment Opportunity Survey Folder • Contains Equal Employment Opportunity Surveys of all employees. If employee moves to another department/agency, the form should be transmitted to the personnel function of the receiving entity.			Responsible Agency	Maintain in a separate folder until separation at which time Agencies to transfer files to DHR
GRS 3-D1.3	EQUAL OPPORTUNITY	Sexual Harassment Training Records • Record of employee attendance at sexual harassment training (i.e. sign-in sheet) and Quiz completed. • All sexual harassment training records must be retained in a readily retrievable manner. Record of all training sessions and quizzes completed during employment are to be retained.			Responsible Agency	Maintain attendance information until last employee on list separates from service. Maintain all individual quiz documents until employee separates.
GRS 3-02.1	EMPLOYMENT & PERSONNEL SERVICES	I-9 Form			Responsible Agency	Maintain in a separate folder until separation at which time Agencies to transfer files to DHR

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 3-02.2	EMPLOYMENT & PERSONNEL SERVICES	Priority Placement Application		NeoGov, paper	Responsible Agency	1. Hired Employees - maintain in personnel folder for active employees 2. Applicants Not Hired - 2 years from date of action
GRS 3-02.3	EMPLOYMENT & PERSONNEL SERVICES	Lautenberg Folder • Criminal History Record Clearance to Access/Carry/Possess Firearm or Ammunition • Conditional Selection for Lautenberg Position			Responsible Agency	3 years after separation
GRS 3-02.4	EMPLOYMENT & PERSONNEL SERVICES	Certificate of Eligibles		NeoGov, paper	Responsible Agency	2 years from date of referral
GRS 3-02.5	EMPLOYMENT & PERSONNEL SERVICES	Official Personnel Folder (the official repository of records and reports of personnel actions effected during an employee's service with the City. It is the actual basic source of factual data about an individual's City employment).			Responsible Agency	Maintain until separation, at which time agencies transfer files to DHR
GRS 3-02.6	EMPLOYMENT & PERSONNEL SERVICES	Designation of Subordinate			Responsible Agency	Maintain until designation no longer valid

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 3-02.7	EMPLOYMENT & PERSONNEL SERVICES	TDI Folder <ul style="list-style-type: none"> • Claim for Temporary Disability Benefits • Sick Leave/TDI Record Worksheet • Denial of Claim for Disability Benefits 			Responsible Agency	8 years from date of receipt of the claim
GRS 3-02.8	EMPLOYMENT & PERSONNEL SERVICES	EC-1 Form			Responsible Agency	Maintain until superseded
GRS 3-02.9	EMPLOYMENT & PERSONNEL SERVICES	Certificate of Receipt for Part-Time and Temporary Employees Not Eligible for Regular EUTF Benefits			Responsible Agency	10 years
GRS 3-03.1	INDUSTRIAL SAFETY & WORKERS COMPENSATION	DSHA Folder <ul style="list-style-type: none"> • Vehicle Accident Investigation Report • Report of Industrial Injury or Illness (Form 301/DHR ISWC-1/DHR ISWC-2) 			Responsible Agency	5 years from the date of accident or from the year that the injury occurred.
GRS 3-03.2	INDUSTRIAL SAFETY & WORKERS COMPENSATION	Request for Temporary Hazard Pay Renewals			Responsible Agency	6 months from date of request
GRS 3-03.3	INDUSTRIAL SAFETY & WORKERS COMPENSATION	Optional Request to Purchase Safety Shoes			Responsible Agency	5 years from date of request

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 3-04.1	LABOR RELATIONS & TRAINING	Labor Disputes (arbitration decisions, grievances, mediations)			Responsible Agency	5 years from date of grievance for Step 1 grievances
GRS 3-04.2	LABOR RELATIONS & TRAINING	State & Federal Family Leave Folder <ul style="list-style-type: none"> • State Family Leave Application • State Family Leave Certification of Health Care Provider • Federal Family Leave Application • FMLA Certification of Health Care Provider • Designation Notice to Employee 			Responsible Agency	3 years from the latest dated record related to State or Federal Family Leave
GRS 3-05.1	HUMAN RESOURCES	Confidential Medical Information (Employment related documents that contain personally identifiable medical information which are not already covered in GRS 3. These documents would include doctor's notes attached to requests for sick leave and medical information attached to requests for accommodations).	Health Services Documents are not included in the category. Does not include OSHA-related medical records.		Responsible Agency	7 years after the employee's separation from service
GRS 3-06.1	ALCOHOL & DRUG TESTING	Alcohol & Drug Testing Records retained in conformance with the U.S. DOT rules: <ul style="list-style-type: none"> • Negative test results • Alcohol test results less than 0.02 			Responsible Agency	1 year
GRS 3-06.2	ALCOHOL & DRUG TESTING	Alcohol & Drug Testing Records <ul style="list-style-type: none"> • Employee evaluation and referrals to SAPs • Follow-up tests and follow-up schedules • Refusals to test • Alcohol test results 0.02 or greater 			Responsible Agency	5 years
GRS 4 INFORMATION SYSTEMS						

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 4-01.1	COMPUTER SOFTWARE LICENSE	Software Licensing (Software license agreement and record of program implementation by the department.)			DIT, BFS, Other Responsible Agencies	5 years after use of software terminated
GRS 4-02.1	COMPUTER SYSTEM PROGRAMS	Program Documentation (Records that document the addition, modification or removal of software from computer systems. May include system overviews, operator instruction manuals, system specifications and changes, conversion notes, program specifications and changes, commercial software manuals, and related correspondence and documentation.)			Responsible Agency	3 years after program terminated
GRS 4-03.1	INFORMATION SYSTEM PLANNING & DEVELOPMENT	Department Long-range & Short-range Plans			Responsible Agency	3 years after end of plan
GRS 4-03.2	INFORMATION SYSTEM PLANNING & DEVELOPMENT	Department IT Projects (Records that document the planning and development of information systems. May include feasibility studies, cost-benefit analyses, surveys, system specifications and revisions, software evaluations, technical and vendor literature, vendor proposals and correspondence.)			Responsible Agency	5 years after project is completed
GRS 4-03.3	INFORMATION SYSTEM PLANNING & DEVELOPMENT	Department Disaster Recovery Procedures			Responsible Agency	3 years after superseded

GRS 5 PUBLIC FACILITIES & INFRASTRUCTURE

(Long-term physical assets financed and constructed by the government)

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 5-01.1	PLANNING	Project Planning (Includes records of deliverables, land planning information, environmental reports & assessments, geotechnical & engineering reports, government approvals, etc.)			Responsible Agency	10 years after completion of consultant contract or completion of project planning, whichever is later
GRS 5-02.1	DESIGN	Project Design (Includes correspondence, meeting records, records of deliverables, bid documents, addenda)			Responsible Agency	10 years after completion of consultant contract or completion of project design, whichever is later
GRS 5-02.2	DESIGN	Design Plans (Original tracings of construction plans for City buildings and infrastructure)			Responsible Agency or Appropriate Agency	Permanent
GRS 5-03.1	CONSTRUCTION	Project Construction Files (Construction management records, including progress reports, schedules, inspectors' daily reports, correspondence, meeting records, RFIs, final submittals, etc.)			Responsible Agency	10 years after final payment 30 years after project completed if project includes asbestos abatement
GRS 5-03.2	CONSTRUCTION	Final Construction Documents (Includes certifications; correspondence; materials brochures.)			Responsible Agency	Permanent

RECORDS RETENTION SCHEDULE "General Records Schedule (for Records Common to Many Agencies)" City County of Honolulu

RECORD #	CATEGORY	RECORD TITLE	COMMENTS	SYSTEM	OFFICE OF RECORD	RETENTION PERIOD
GRS 5-03.3	CONSTRUCTION	Final Construction Documents (includes final as-built drawings, inspector's set.)			Responsible Agency	Permanent
GRS 5-03.4	CONSTRUCTION	O&M Manuals & Reference Files			Responsible Agency or Appropriate Agency	When superseded or replaced
GRS 5-04.1	CONTRACT	Contract Files (non-record copy) (includes copy of contract and contract amendments, billings/invoices, supporting documents related to contract.) Note: BFS Policies and Procedures Manual requires a file with copy of contract/amendments and supporting documents (section 1.2 and 1.11).			BFS/Purchasing (GRS 2-5.1 contracts) BFS/Acct & Fiscal (GRS 2-2.1 billings/invoices)	Keep with project files until project is completed.
GRS 5-04.2	CONTRACT	Contract Management (Supporting documents related to contract that are not retained by Purchasing, including payroll records and weekly statements of compliance for construction contracts.)			Responsible Agency	10 years after completed